

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 3166

TITLE: PUBLIC HEALTH LABORATORY ASSISTANT DIRECTOR

GRADE: S-28

DEFINITION:

Under direction, to assist in the planning, coordination and direction of the Public Health Laboratory; and to perform related work as required.

TYPICAL TASKS:

Plans, implements and interprets laboratory objectives, policies, and procedures;
Organizes manpower resources for each section and supervises and evaluates section supervisors;
Reviews all test results for completeness and accuracy, coordinates quality assurance program between laboratory sections, and documents procedural changes;
Evaluates procedural manuals for each section and supervises their annual review and update;
Troubleshoots instrumentation and procedural problems and recommends laboratory service improvements;
Coordinates laboratory services with clinicians;
Monitors safety procedures as established by State and Federal regulations;
Assures that adequate supplies are in stock and distributed to work areas;
Assists with budget preparation, securing equipment, and hiring and training personnel;
Is responsible for external surveys, evaluation of procedures, and report preparation;
Performs testing procedures as necessary.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of biology and chemistry;
Considerable knowledge of medical laboratory principles and procedures;
Ability to train, supervise and evaluate the work of others;
Ability to establish and maintain effective working relationships with subordinates and users of laboratory services;
Ability to prepare clear, concise reports;
Ability to operate laboratory equipment and perform basic maintenance.

EMPLOYMENT STANDARDS:

Any combination of education and experience equivalent to graduation from an accredited four-year college or university with a degree in biology, chemistry, or medical technology and four years of highly diversified laboratory experience, including one year of supervisory experience; or possession of a valid certificate in medical technology issued by a nationally recognized society and four years of highly diversified laboratory experience, including one year of supervisory experience.

REVISED: Feb. 13, 1989

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